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CONFIDENTIAL

27 May 1958

MEMORANDUM FOR: Chief, Intelligence School

SUBJECT : Weekly Activities Report #21

1. Basic Management. Basic Management #44 ended on 23 May. The course report has been forwarded to C/IS.

2. Basic Supervision. Thirty-three applications have been received for Basic Supervision #41 beginning 2 June. Since we can handle only 18 students in the June running of the course, we plan tentatively to run an additional course during July to accommodate the rest of the applicants. The date for this running will be announced in the near future.

3. Management Special. Preparations are virtually completed for the OSI Management Conference to be held [] from 9-13 June. [] will take the course materials [] on 28 May, and make the final administrative arrangements [] officials. The briefing for participants will be held in an OSI conference room on the afternoon of 4 June. [] will conduct the briefing.

4. General.

Film Project. The filming of the first of the supervision films was completed on 22 May [] Our Film Branch estimates that we will have a print of the film for preview about the end of June. [] again this week to assist in the shooting of the second film in the series.

Personnel. [] of the Intelligence Production Faculty will leave on Sunday for Cornell where they will attend the Eighth Annual Institute for Training Specialists. This Institute, conducted by the New York State School of Industrial and Labor Relations, will be held from 2-6 June.

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25X1

[redacted] has now finished auditing the three main courses presented by the Management Training Faculty: Introduction to Supervision, Basic Supervision, and Basic Management. She has begun the physical inventory of text books and reference books under the control of the Management Training Faculty.

25X1

[redacted] returned on 26 May from three weeks annual leave. She reports that corn planting has begun and we can look forward to a bumper crop this season.

25X1

[redacted]

will probably

[redacted]

25X

(Chief, Management Training Faculty)

25X1

get into the September course at

[redacted]

25X1

[redacted]

Definitely

n.g. for June: no vacancies. E.B.

25X1

[redacted]

will

Correction:

probably go. RPT